

PROCEDURE # 8.6a	EFFECTIVE DATE	REVISED DATE
TITLE: EMPLOYEE ORIENTATION AND SEPARATION	4/19/2018	
ATTACHMENT TO	REVIEW DATES	
POLICY #: 8.6	7/1/25	
POLICY TITLE: EMPLOYEE ORIENTATION AND SEPARATION		
CHAPTER: HUMAN RESOURCES		

I. PURPOSE

To identify the standards and procedures for onboarding new employees and managing the process of separation from the organization, whether voluntary or involuntary. The goal is to ensure consistency, clarity, and compliance with all applicable laws and organizational values throughout each stage of the employment cycle. By clearly defining responsibilities and expectations, this policy supports a respectful and efficient transition for both incoming and outgoing employees.

II. PROCEDURES**A. Employee Orientation**

1. The Human Resources Department's shall develop and implement a comprehensive, structured orientation program. Orientation shall occur in a timely fashion after an applicant is hired.
2. The new employee's immediate supervisor will be responsible for reviewing all information found in the "Supervisor/General Orientation" section "Employee Orientation Form".

B. Employee Separation,

1. The Human Resources Department will complete a Termination Checklist to document all employee separations. Employee separations may occur if an employee resigns, is terminated, or there is a company reorganization.
 - a. Resignation - Employees are encouraged to provide a minimum of two (2) weeks written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the LRE should be submitted to his/her supervisor.
 - b. Termination – All employment with the LRE is "at will" employment. This means that the employee has not been hired for a specified duration, but that he/she can terminate his/her employment with the LRE or the LRE can terminate the employment at any time, with or without cause, and with or without prior notice. An employee's at-

will employment status cannot be changed by any oral modifications.

- c. Reorganization – Based on the functional needs of the organization, the LRE may make determinations to restructure, improve efficiencies, and/or change the size of its workforce. Such reorganizations will be evaluated on a case-by-case basis and a department-by-department basis and may result in a separation of employment.
- C. The Human Resources Department may ask employees to participate in an exit interview when he/she leaves the LRE. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Cooperation in the exit interview process is appreciated.
- D. The Human Resources Department shall notify the Compliance Officer of all employee resignations/terminations within 24-hours of knowledge of the status change. The Compliance Officer/designee shall offer to each separating employee the opportunity to participate in an exit interview. The purpose of the exit interview is to understand the degree to which employees view LRE as an ethical organization that complies with the law. Information gathered through the exit interview process shall be aggregated and reported on an annual basis.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
7/1/25	NEW – language removed from policy and updated	Human Resources